

# **County of Roanoke Capital Improvement Program (CIP) Review Committee**

## **MEETING SUMMARY**

**October 25, 2005  
6:00 – 8:00 p.m.  
RCAC 3<sup>rd</sup> Floor Training Room**

### Agenda Discussion Items

- ✓ Introduction of Office of Management & Budget (OMB) Facilitators and Committee Members. All present with the exception of Catawba, Windsor Hills, Library Board, and Public Safety Representatives.
- ✓ Reviewed Committee Goal and Objectives (Tab 1 in Committee Notebook)
- ✓ Discussed information behind Tab 2 in Committee Notebook:
  - The fundamentals of a Capital Improvement Program and the 11 key steps to develop a CIP
  - The qualifications of a CIP defined by the County of Roanoke, and the County's current and proposed capital submittal and adoption processes
- ✓ Reviewed the County's Debt Policy and Outstanding Debt – information found behind Tab 3 of the Committee Notebook.
- ✓ Reviewed FY05-06 Committee recommendations presented to the Board of Supervisors in January, 2005. The entire report to the Board can be found under Tab 5 in Committee Notebook. Also reviewed the Funded projects included in the FY2006-2010 Capital Improvement Program.
- ✓ Discussed County Mission Statement, Project Evaluation Criteria and the FY05-06 Evaluation Scoring Sheet (Tab 4 in Committee Notebook).
- ✓ During the next meeting, the committee members will receive information on the capital project requests submitted by County departments and will begin hearing departmental presentations.

Next Meeting: Tentatively set for Tuesday, November 8, 2005 6:00 p.m.